



NWTC February Board Meeting Minutes

Northeast Wisconsin Technical College

2/18/2026 12:00 PM CST

@ 2740 West Mason Street, Green Bay, WI 54303 (Room DO308)

I. Open Meeting & Roll Call

The Board Chairperson called the February 18, 2026 NWTC Board of Trustees meeting to order at 12:03 p.m. and requested that roll call be taken at this time.

Present: Rick Stadelman, Dustin Delsman, Gerald Worrick, Kelly Robinson, Ross Loining, Jeff Rickaby (virtual), Emily Miller (virtual)

Absent: Cathy Dworak, Brenda Mendolla-Buckley

Also Present: Kristen Raney, Kelly Casperson, Pam Lunde, Eric Derenne, David Maccoux, Joe Barker, Roz Kruse, Matt Petersen, Adam Pfof, Sara Lam, Meridith Jaeger, Laura King, Jennifer Flatt, Scott Anderson, John Grant, Karl Reischl, Erin DeGrand, Erica Plaza

II. Guests

A. Open Forum, Introduction of Guests, and Acknowledgements

The Chairperson will ask for the introduction of any guests present at this time and invite public comment.

No guests present. No public comment.

B. NWTC Lead Faculty Presentation

Joe Barker, Lead Faculty Member, provided a presentation at this time.

III. Action Items

A. Bills

Detailed copies of the current disbursements for fiscal year 2026 for the month of January are being forwarded to the Board Treasurer for review and recommendation to the Board for payment. Additional listings of the bills are available in the District Office for review by any interested person.

It is recommended that the Board approve the January 2026 bills as presented.

Jeff Rickaby made a motion to approve the January 2026 bills as presented. Gerald Worrick seconded the motion. Motion carried with all voting "Aye" on roll call vote.

B. Budget Modifications

Board Exhibit 1 is a copy of the fund statements of proposed fund and function modifications to the FY 2026 budget, prepared in accordance with Wisconsin State Statute 65.90(5) and the Uniform Financial Fund Accounting System Manual of the Wisconsin Technical College System Board.

It is recommended that the Board approve the proposed fund and function modifications contained in the fund statements and that such modifications be summarized and published per State Statute 65.90(5) as a Class I legal notice within ten days of Board approval and both exhibits be forwarded to the State Board.

Ross Loining made a motion to approve the proposed fund and function modifications contained in the fund statements and that such modifications be summarized and published per State Statute 65.90(5) as a Class I legal notice within ten days of Board approval and both

exhibits be forwarded to the State Board. Dustin Delsman seconded the motion. Motion carried with all voting "Aye" on roll call vote.

 [Exhibit 1 - Bud Mod February 18 2026.pdf](#)

C. College Single Audit

Federal regulations and Wisconsin Statutes require that the District's compliance with federal and state assistance programs (Single Audit Report) be audited annually by a certified public accountant. The accounting firm of CLA (CliftonLarsonAllen LLP) was engaged by the Board to perform this function. CLA has recently completed the District's single audit report for the fiscal year ending June 30, 2025.

It is recommended that the District Board accept the fiscal year 2025 Single Audit Report of the Northeast Wisconsin Technical College and direct staff to submit the audited single audit reports to the federal government, Wisconsin Technical College System Board and other grantor agencies.

Emily Miller made a motion to accept the fiscal year 2025 Single Audit Report of the Northeast Wisconsin Technical College and direct staff to submit the audited single audit reports to the federal government, Wisconsin Technical College System Board and other grantor agencies. Gerald Worrick seconded the motion. Motion carried with all voting "Aye" on roll call vote.

 [Exhibit 2 - NWTC - Single Audit Report - June 30, 2025.pdf](#)

IV. Consent Agenda Items

A. Minutes

The minutes of the January 14, 2026 Board meeting and the January 27, 2026 Board retreat are included as Exhibits 3 and 4.

It is recommended that Board approval be given for the January 14, 2026 Board meeting minutes and the January 27, 2026 Board retreat minutes.

 [Exhibit 3 - NWTC January Board Meeting Minutes.pdf](#)

 [Exhibit 4 - NWTC January Board Retreat Minutes - 01272026.pdf](#)

B. Corporate Training & Economic Development (Contracts for Service)

Board Exhibit 5 - Under the provisions of Wisconsin Statutes § 38.14 (3) and State Administrative Code WTCS 8, the District Board may enter into contracts to provide instructional or non-instructional services to public institutions, local governmental bodies, private institutions, industries, and businesses. District Board policy E240 delegates the authority to initiate a contract to the President, with the proviso that the contract is subject to retroactive approval by the Board. A report of fiscal year 2026 contracts pending Board approval is attached as Board Exhibit 5.

This report includes not only the in-district contracts but also the out-of-district and the out-of-state contracts. State Board Contract for Service Policy requires that the District Board receive a report at least quarterly on contracts entered into for which less than full cost is being charged. We have elected to provide the Board with this report on a monthly basis. This report uses a state formula in which the state annually calculates a percentage for indirect expenses (33.89% for on-campus and 28.20% for off-campus) such as administration, facilities, utilities, information systems, registration, counselors, insurance, etc., associated with a contract to determine full costs. Project pricing was recommended by the department and approved by the Board. The intent is to recover the direct and indirect costs of delivering the services. Copies of the contracts are available for review by any interested person.

It is recommended that the Board approve the contracts for services identified in Board Exhibit 5.

 [Exhibit 5 - Contracts for Service Jan 2026 Board Report.pdf](#)

C. Faculty New Hires

Michelle Novoselatz – Health Information Technology Instructor - Program Director
Michelle Novoselatz was the Selection Committee’s top choice for Health Information Technology Instructor - Program Director. Ms. Novoselatz holds a Bachelor’s Degree in Health Information Management and Technology from University of Wisconsin Green Bay and an Associate’s Degree in Health Information Technology from NWTC.
Since April 2025, Ms. Novoselatz has been employed as the Enterprise Manager at Facility Coding Guidance Document Integrity Advocate Healthcare. Prior to that, she was the Inpatient Coding Trainer Auditor at Froedtert Health, Contract Coding Specialist at AAPC, Inpatient Facility Coding Manager, Team Lead Inpatient Facility Coding, and Inpatient Coder III at HSHS, Team Facilitator-Inpatient Facility Coding, Coding Education and Research, and the Coding Specialist III and IV at Bellin Health System, Physician Coding Liaison, Health Information Coding Educator – Outpatient, and Health Information Specialty Outpatient Coding Supervisor, and Health Information Outpatient Coder II at Aurora Health Care, Independent Physician/Professional Medical Coder at BayCare Health Systems. She is a registered Health Information Technician and Health Information Administrator, is a certified Coding Specialist, and an approved ICD10SM/PCS Trainer.
Placement for this position would be at the level Faculty B, \$67,000.
It is recommended that Board approval be given for the new hire listed above.

D. Faculty Retirement

NWTC accepts the following retirement notice:
John Hippensteel – Solar Energy Technology Instructor who has been with the College since July 6, 2010, and has announced his retirement effective May 23, 2026.
It is recommended that Board approval be given for the retirement listed above.

Dustin Delsman made a motion to approve the consent agenda items (January 14 & 27, 2026 minutes, Contracts for Service, Faculty New Hires, and Faculty Retirements). Kelly Robinson seconded the motion. Motion carried with all voting "Aye" on voice vote.

V. Reports

A. Quarterly Financial Report

Board Exhibit 6 is the fiscal year 2026 second quarter financial report.
Adam Pfost, Vice President of Finance & Administration, reviewed the second quarter financial report and noted changes from the first quarter.

 [Exhibit 6 - 2026Q2 Board Summary.pdf](#)

B. 2026 Borrowing Schedule

Adam Pfost, Vice President of Finance and Administration, provided information about the college's borrowing schedule for fiscal year 2026.

Series 2026C will be brought to the Board for authorization at the March 2026 meeting, and the Series 2026B will not be approved for sale until April 2026, so the two borrowings will overlap.

C. Board Travel and Professional Development Budget

As required by the Board of Trustee Travel Policy, the Board will determine the appropriate amount of funds for Board travel and professional development in the FY27 budget. Request for data from other WTCS boards on how much they budget for travel and professional development. Will make final determination on FY27 budget after reviewing the data.

D. Workday Update

Karl Reischl, Senior Director of Information and Instructional Technology, provided an update regarding NWTC's implementation and progress using Workday.

E. President's Report

Dr. Kristen Raney provided the President's Report at this time.

Advocacy

- National Legislative Summit (NLS)
- Joel Brennan visit
- DBA Executive Director announcement

Internal Efforts

- Comp assessment / employee letters
- Budget meetings and communication
- Emergency operations

Accomplishments/Recognitions

- ATD
- Aspen
- AACC

F. Board Member Liaison Updates

Board members that are liaisons to other entities will have an opportunity to report on updates they have since the last Board meeting.

- NWTC Education Foundation selected for Give Big Green Bay. Fundraiser runs February 25 - February 26, 2027.

 [Exhibit 7 - 2026 February DBA Monthly Update.pdf](#)

VI. Executive Session

The Board Chairman will accept a motion to go into Executive Session in accordance with State Statute 19.85(1)(c) for the purpose of discussing the following: Considering employment, promotion, compensation or performance evaluation data of any public employee.

Gerald Worrick made a motion to go into Executive Session in accordance with State Statute 19.85(1)(c).

Ross Loining seconded the motion. Motion carried with all voting "Aye" on roll call vote.

Following the Executive Session, the Board Chair will accept a motion to return to the regular order of business.

Gerald Worrick made a motion to return to the regular order of business. Kelly Robinson seconded the motion. Motion carried with all voting "Aye" on voice vote.

VII. Next Board Meeting

The March 11, 2026 Board meeting will be held at the Sturgeon Bay Campus at 229 N. 14th Ave. Sturgeon Bay, WI 54235.

Board members and administration will have an opportunity to identify items that weren't identified prior to the preparation of the agenda for referral to administration or placed on a future board agenda.

VIII. Adjournment

The Board Chair will accept a motion to adjourn the February 18, 2026 Board meeting. Dustin Delsman made a motion to adjourn the February 18, 2026 meeting at 3:23 p.m. Kelly Robinson seconded the motion. Motion carried with all voting "Aye" on voice vote.



Gerald Worrick, Secretary

3/11/2026

Date